



Town of Leesburg Parks & Recreation Department

60 Ida Lee Drive NW, Leesburg, VA 20176

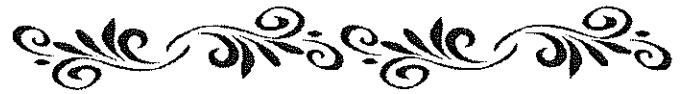
Phone: 703-777-1368 Fax: 703-737-7165

Email: idalee@leesburgva.gov

FINE ARTS & CRAFTS SHOW STANDARDS

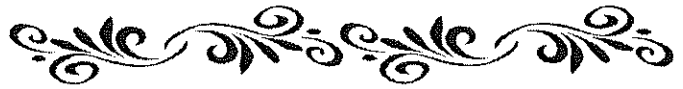
- The Town of Leesburg Parks and Recreation Department is committed to presenting the highest quality vendors at our Fine Arts & Crafts Shows.
- The Town of Leesburg Arts & Crafts Shows are juried. **Jurors will make their selections based on product diversity, creativity and workmanship.** Only work representative of that submitted to be juried may be exhibited; you may not sell other non-related crafts that were not juried. Examples of eligible items are: Glass, Sculpture, Fiber Art, Jewelry, Wood, Metal, Doll Fashions, Fine Art/Graphics, Photography, Body/Bath Products and Food items: dips, mixes, oils, vinegars, chocolates, jams/jellies and baked goods.
- All vendors **MUST DISPLAY AND SELL THEIR OWN ORIGINAL** work. The artist/craftsperson who designs and creates the work is required to be present at the show to sell their work. No dealers or sales representatives are allowed.
- We do not allow imports, kits, items made from kits, items made using commercial patterns or commercial molds, items assembled from pre-manufactured components, commercial T-shirts or sweatshirts. The Town of Leesburg reserves the right to ask vendors who have misrepresented their merchandise to leave the show.
- All merchandise displayed must be for sale and remain at the original price for the entire show. Items cannot be marked down for quick sale, except for baked goods. No commission will be taken on sales.
- All vendors are required to collect and pay Virginia State Sales Tax of 6% on all merchandise sold. Contact the Commonwealth of Virginia Department of Taxation for the appropriate forms at www.tax.virginia.gov.
- A Temporary Food Permit is required for vendors who provide samples of food products (baked goods, candy, jams/jelly, dips, etc.) The permit must be displayed at the event. Contact Tamara Shellenberger, Temporary Food Coordinator, Loudoun County Health Department for complete information at 703-777-0642 or tamara.shellenberger@loudoun.gov.
- Four (4) color photos must be included and should represent work created within the last year. Photos will be returned at the end of the last show you apply for. Photos/payments for waitlisted vendors will be returned approximately two weeks after the show.
- Vendors are invited to donate a \$10-\$15 item for a door prize.
- Vendors will be responsible for providing their own professional booth set-up. Displays should be eye appealing. Flat table top displays are discouraged—please use elements of elevation and multi-level displays. All of exhibitor's booth and displays, including chairs, must be placed within the confines of the space. Vendors may not tape, tie, secure or hang any signs or part of their display on walls or windows.
- Vendor booths must remain set up until the close of the show. Vendors who leave early will not be considered for any future shows sponsored by the Town of Leesburg for one year. Vendors must remove all trash from their booths at the end of the show.
- Booth placement will be based on special need requirements, variety of crafts, postmarks, and vendor preferences. See layout and booth size diagrams on Photo Description page. Space requests will be considered but are not guaranteed.
- **Indemnification.** Exhibitor and/or Vendor agrees to indemnify, defend and hold harmless the Town, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by any services/operations of any kind or nature furnished by the Exhibitor and/or Vendor. Vendor acknowledges that it is responsible for any personal injuries or property damage that may occur during the event for any reason and that the Town will not insure the Vendor for any risks associated with the event.
- Town of Leesburg will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to the reasons of the enclosure in which the event is held, being before or during the show, is destroyed by fire, or other calamity, or act of God, public enemy, strikes, statutes, ordinances, or legal authority or any other act beyond the control of the Town of Leesburg that make it impossible or impractical to hold the festival. The Town of Leesburg will not be liable for any damage done by vendors to public/private property during set-up, tear down and regular operation hours. This includes the operation of any equipment (motorized or non-motorized.)

FINE ARTS & CRAFTS SHOWS APPLICATIONS & STANDARDS



SHOW LOCATIONS

- The **Holiday Arts & Crafts Show** will be held Saturday and Sunday, December 2 & 3, 2017 in Ida Lee Park Recreation Center. Vendor booths are available in the basketball courts, main hallway, aerobics room, lower level social hall and lower level lobby.
- The **Spring Bling, a Hometown Fine Arts & Crafts Show** will be held Saturday, March 3, 2018 in Ida Lee Park Recreation Center. Vendor booths are available in the basketball courts, main hallway and aerobics room.



APPLICATION PROCESS

1. Complete the application form. Please note that this application form is for two shows. You may apply for either one or both of the shows.
2. Complete the Color Photo Description Form on the back of the application. Please include prices or price range.
3. Label the four photos with your name.
4. Please provide credit card information (number and expiration date) for payment or you may send a **separate check for each show** payable to the **Town of Leesburg**.
5. Return the application, full payment and four photos to:

**Leesburg Parks and Recreation Department
Fine Arts & Crafts Show
60 Ida Lee Drive NW, Leesburg, VA 20176**

Note: All Arts and Crafts Show applications postmarked after the deadline will incur a \$15.00 late fee.

- **No full refunds will be given after the acceptance letters have been sent. Partial refunds will be given based on the number of days before the show from when we receive a written cancellation.**
 - 40 or more days notice—50%**
 - 20-39 days notice—25%**
 - Under 20 days notice—0%**
- **VENDORS:** Please note that acceptance into one show does not guarantee acceptance to subsequent shows. Each jury is different. Holiday applications will be juried by 9/01/17. Spring Bling applications will be juried by 1/04/18. Booth fee will be charged upon acceptance to the show.
- Contact Linda Fountain, Events Manager, weekdays from 8:30am to 3:30pm with questions at 703-737-6052 or email at lfountain@leesburgva.gov.



Leesburg Parks and Recreation Department
60 Ida Lee Drive NW
Leesburg, VA 20176
703-777-1368
www.idalee.org

OFFICE USE

Reg _____ Cor _____ Space # _____
Prem _____ Over _____ Table _____
Wall _____ Elect _____ Postmark _____

ARTS & CRAFTS SHOW APPLICATION

CONTACT NAME _____
BUSINESS NAME _____ (As you would like it in the program)
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE (home) _____ PHONE (business) _____
EMERGENCY/LOCAL PHONE NUMBER FOR CANCELLATIONS DUE TO WEATHER _____
EMAIL _____ FAX _____ MOBILE _____
MAY WE GIVE OUT YOUR EMAIL TO INQUIRING CUSTOMERS AFTER THE SHOW? YES _____ NO _____
ARE YOU A RETURNING VENDOR? _____ LAST SHOW: _____
CATEGORY OF YOUR WORK ☐ Textiles ☐ Jewelry ☐ Photography ☐ Wood ☐ Accessories ☐ Glass
☐ Pottery ☐ Paper ☐ Florals ☐ Fine Art ☐ Body/Bath Items ☐ Food ☐ Pet Items ☐ Miscellaneous

ACCEPTANCE OF RULES: I/we have read and agree to abide by the *Arts and Crafts Standards* listed with this application. I/we agree to hold harmless and indemnify the Town of Leesburg and any employees from any damage, injury or loss to any persons or goods which arise from the occupation of the vendor space. I/we understand that if this application is not accepted, all fees and photos will be returned by mail.

Signature _____

Date _____

27th HOLIDAY FINE ARTS & CRAFTS SHOW

Saturday, December 2, 2017 9:00 am-4:00 pm
Sunday, December 3, 2017 10:00 am-4:00 pm

- Applications should be postmarked by **8/18/17** to insure jury consideration in the first round for the show. Applications postmarked after **8/18/17** will incur a **\$15** late fee and booth preference/space may not be available.
- Indicate booth space preference (not guaranteed)
- Special Needs _____

Basketball Courts

Regular Space 10'x10' \$140.00 _____
Corner Space 10'x10' \$150.00 _____

Hallway

Premium Space 12'x7' \$145.00 _____
Junior Space 10'x6' \$115.00 _____

Aerobics Room

Premium Space 12'x7' \$145.00 _____
Regular Space 10'x10' \$140.00 _____
Corner Space 10'x10' \$150.00 _____

Lower Level

Regular Space 10'x7' \$120.00 _____
Corner Space 10'x7' \$130.00 _____
Premium Space 12'x7' \$145.00 _____
Oversized Space 15'x7' \$150.00 _____
Table Rental (3'x6') @ \$15.00 _____
Electric \$35.00 _____
Wall Area \$20.00 _____
Late fee (postmarked after 8/18/17) \$15.00 _____

Total \$ _____

PAYMENT METHOD

Check # _____ Payable to Town of Leesburg
Credit Card: MC VISA DISC AMEX Exp. Date _____

21st SPRING BLING, A HOMETOWN FINE ARTS & CRAFTS SHOW

Saturday, March 3, 2018
9:00 am-4:00 pm

- Applications must be postmarked by **12/15/17** to insure jury consideration in the first round for the show. Applications postmarked after **12/15/17** will incur a **\$15** late fee and booth preference/space may not be available.
- Indicate booth space preference (not guaranteed)
- Special Needs _____

Basketball Court

Regular Space 10'x10' \$85.00 _____
Corner Space 10'x10' \$95.00 _____

Hallway

Premium Space 12'x7' \$90.00 _____
Junior Space 10'x6' \$70.00 _____

Aerobics Room

Premium Space 12'x7' \$90.00 _____
Regular Space 10'x10' \$85.00 _____
Corner Space 10'x10' \$95.00 _____

Table Rental (3'x6') @ \$15.00 _____

Electric \$20.00 _____

Wall Area \$20.00 _____

Late fee (postmarked after 12/15/17) \$15.00 _____

Total \$ _____

PAYMENT METHOD

Check # _____ Payable to Town of Leesburg
Credit Card: MC VISA DISC AMEX Exp. Date _____

Photo Description Form

PLEASE PRINT ALL INFORMATION IN INK

NAME: _____

Photo 1. _____

Retail Price \$ _____

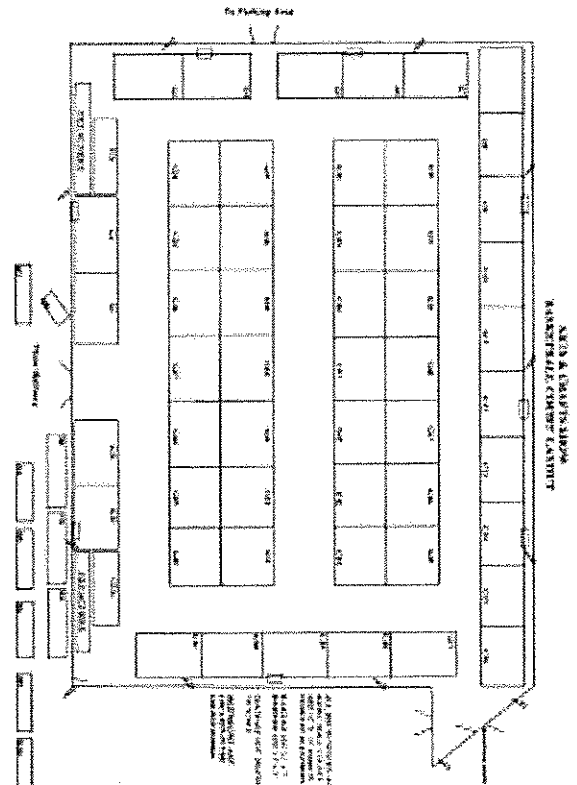
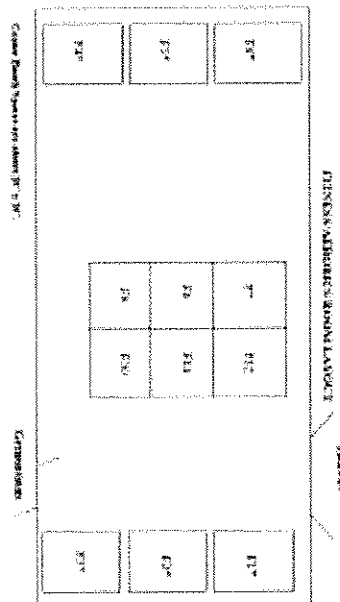
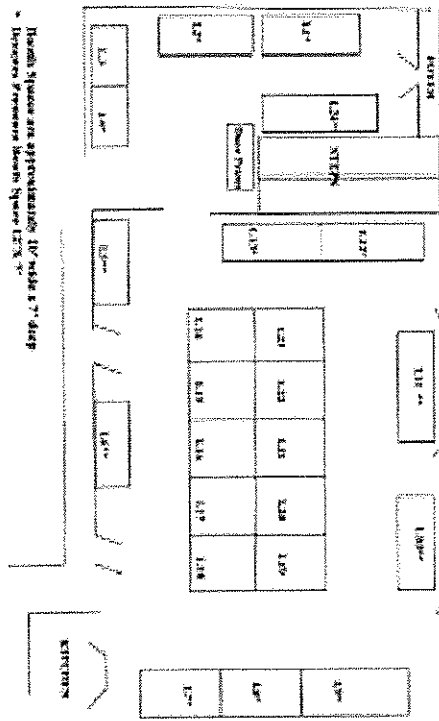
Photo 2. _____

Retail Price\$_____

Photo 3. (Booth Display)_____

Photo 4. (Workspace)_____

1. Each applicant must include four color photos - two representative of your finished work, one of your display booth completely set up, and one of your home/studio workspace with you creating your product. Price points must be included.
2. Photos must be **LESS THAN ONE YEAR OLD**. It is recommended that you review your photos to be certain they accurately reflect your current work before submitting them for jury. **Email photos will not be accepted.** Photos submitted on copy paper are acceptable but will not be returned.
3. Mark each photo with your **NAME**.
4. Applications to BOTH shows need only one set of four photos with their descriptions when applied for at the same time.



TOWN OF LEESBURG PARKS AND RECREATION *FUTURE SHOWS*

Spring Bling, a Hometown Fine Arts & Crafts Show
March 3, 2018

27th Annual Flower & Garden Festival
An Annual Event. A Perennial Experience!
April 21 & 22, 2018

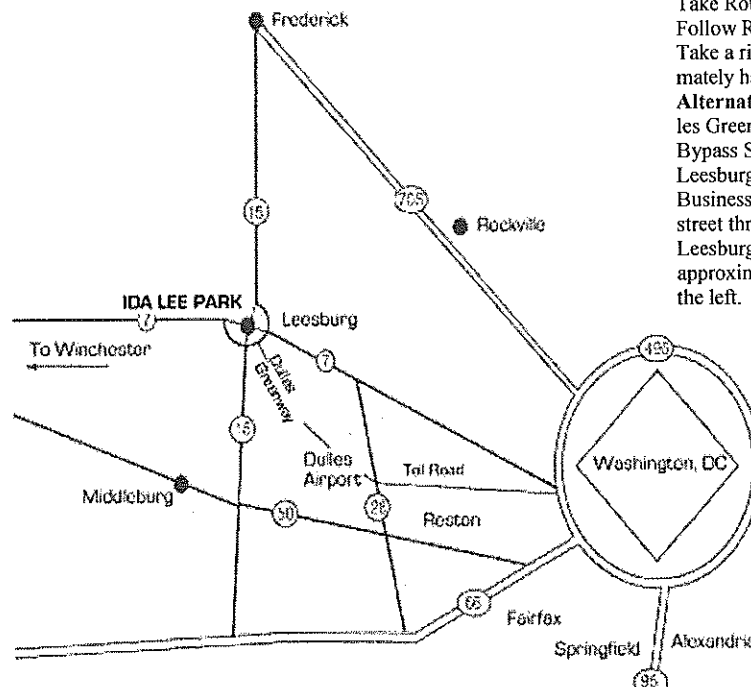
Holiday Fine Arts & Crafts Show
December 1 & 2, 2018



**From Frederick, MD
and points North**
Take Rt. 15 south to
Leesburg. Stay on Rt. 15
Business South (King
Street) towards the down
town area. Park entrance
is on the right.

**From Winchester and
points West**
Take Route 7 east to
Leesburg exit. Follow
Route 7 Business
(Market Street.) Turn
left at 3rd light (King
Street). Go about half-
mile to park entrance on
the left.

From points South
Take Rt. 15 north to Leesburg. Stay on Rt. 15
straight into historic downtown (King Street).
After crossing Market Street go approximately
half-mile to park entrance on the left.



From points East
Take Route 7 west towards Leesburg.
Follow Route 7 into town (Market Street).
Take a right onto King Street. Go approxi-
mately half-mile to park entrance on the left.
Alternate Route: Take Dulles Toll & Dul-
les Greenway (Rt. 267 West) to Rt. 15 / Rt. 7
Bypass South towards Winchester /
Leesburg. Take the first exit for Leesburg 15
Business North (King Street). Take King
street through the historic district of
Leesburg. After crossing Market Street go
approximately half-mile to park entrance on
the left.

Email lfountain@leesburgva.gov or call
703-737-6052 to
REMOVE YOUR NAME
from our mailing list.